

**TOWN OF NEWTOWN, CONNNECTICUT
LEGAL NOTICE**

REQUEST FOR PROPOSALS

The Town of Newtown, a participant in the EDA NVC CEDS is seeking professional services of a Grants Writer/Consulting Engineering firm to assist with the preparation of an application(s) for EDA Public Works Infrastructure Type Activity. The selected professional should have the capacity to provide Architectural/ Engineering services for the preparation of final contract plans and documents in support of the EDA application and other funding applications for the following:

Fairfield Hills Campus Infrastructure Project


The selected professional/team may also be required to provide various grant administration services, design, and construction administration services during construction and perform construction inspection.

To get a copy of the Request for Proposal, please call Karen Szilagyi in the Finance Dept. at 203-270-4221 or Liz Stocker, Economic & Community Development Office at 203-270-4271.

Four (4) copies of Proposals, together with general information on the firm and proposed sub-consultants, current GSA Form 330 part I and part II, experience of the firm, and resume of key personnel should be addressed to: Robert G. Tait, Finance Director, 3 Primrose Street, Newtown, CT 06470.

All letters of interest must be received until but no later than 2:00 p.m., Thursday, June 2, 2011.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
MBE/WBE ENCOURAGED TO APPLY


E. Patricia Llodra
First Selectman


Robert G. Tait
Finance Director

PURCHASING AUTHORITY

NEWTOWN MUNICIPAL CENTER
3 PRIMROSE STREET
NEWTOWN, CONNECTICUT 06470
TEL. (203) 270-4221 / FAX (203) 270-4205



E. PATRICIA LLODRA
FIRST SELECTMAN
ROBERT G. TAIT
FINANCE DIRECTOR

www.newtown-ct.gov

TOWN OF NEWTOWN PURCHASING AUTHORITY

INSTRUCTIONS TO PROPOSERS

1. Submit proposals in a sealed envelope plainly marked to identify the particular proposal.
2. The Purchasing Authority of the Town of Newtown reserves the right to accept or reject any or all options, bids, or proposals; to waive any technicality in any bid, or part thereof, and to accept any bid deemed to be in the best interest of the Town of Newtown, Connecticut.
3. Proposers may be present at the opening of the proposals.
4. Proposals may be held by the Town of Newtown for a period not to exceed thirty (60) days from the opening of the proposals for the purpose of reviewing the proposals and investigating the qualifications of the proposers prior to award.
5. It is the sole responsibility of the proposer to see that the proposal is in the hands of the proper authority prior to the proposal opening time.
6. The successful proposer may be required to post a Certificate of Insurance, with the Town of Newtown named as additional insured, in an amount to be determined by the Town of Newtown.

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Fairfield Hills campus Infrastructure Consulting Project

This project will include the preparation of a complete EDA Public Works type application with supporting documents, and the development of final plans and specifications for the installation of infrastructure (water, sewer, electric, gas, fiber optics etc.) necessary to support planned development at the campus.

The selected professional/team may also be required to provide various grant administrative services, design and construction administration services during construction and perform construction inspection.

The Consulting Engineer will be evaluated and selected based on past experience with EDA/DECD type applications for public works projects, design and technical competence, the capacity and capability to perform the work within the time allotted, past record of performance and knowledge of EDA/DECD grant requirements and Town of Newtown procedures.

The final design fee will be negotiated on a lump sum basis. The construction inspection fee will be negotiated on a cost-plus basis. Firms responding to this request should be of adequate size and sufficiently staffed to perform the assignment described above.

Four (4) copies of a letter of interest, together with general information on the firm and proposed sub-consultants, current GSA Form 330 part I and part II, experience of the firm, and resume of key personnel should be addressed to: Robert G. Tait, Finance Director, 3 Primrose Street, Newtown, CT 06470.

Personnel in responsible charge of the project will be required to possess and maintain a valid Connecticut Professional Engineer's license. All proposals must be received up to but no later than 2:00 pm, Thursday, June 2, 2011.